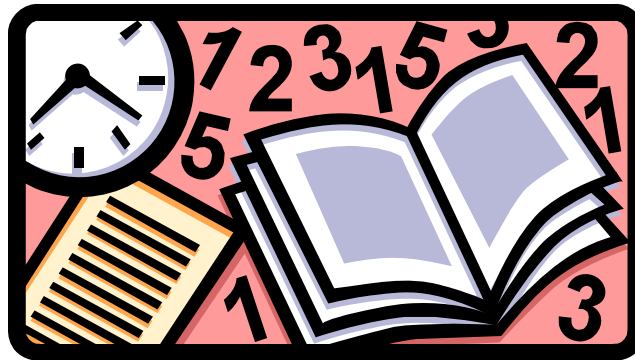


Montana Association of School Business Officials
Annual Meeting - June 19-20, 2008

Annual Data Collection

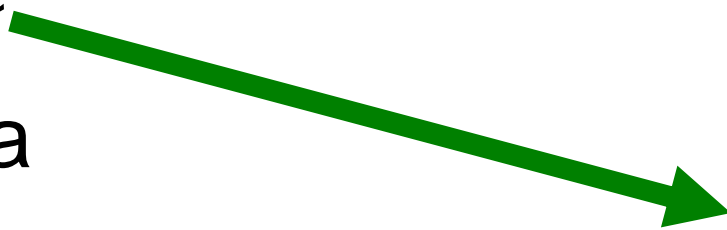
....navigating the system!





Your data

What YOU do
to improve data quality affects
your district's bottom line



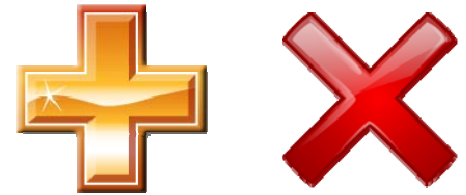
Your district



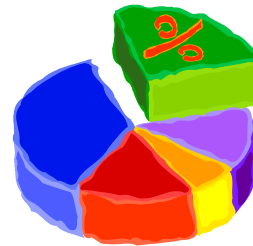
Montana Office of Public Instruction
Linda McCulloch Superintendent www.opi.mt.gov

Issues and Problem Areas

- Adding and deleting staff
 - New teachers
 - Unlicensed teachers



- FTE allocation



- Staff Assignment Codes
- Professional Licenses



Recognition

- Thank you to the Harlem HS District Administrators and staff (including MASBO President Teresa Cornell 😊) who have graciously given us permission to use their ADC data in our test environment.
- Now let's take a closer look at the issues and solutions.



Add Staff

- ‘Staff Assignments’ screen
 - Click on “Add Person”
- ‘Find a Person’ screen
 - Enter name, folio, SSN, or license #
 - If found
 - Click on “Work with Person”
 - If not found
 - Click on “Add a New Person...”

Transfer or Add ? Assignments

- Transferring assignments can save time and reduce the number of errors
 - Similar classes/schedules
- Teacher whose assignments have been transferred is deleted
- Transfer to folio once issued (before 1 Dec)
- Adding assignments from scratch
 - Correct Job Code
 - FTE

Find a Person

- Search by Last Name, Folio, SSN, PL

Find a Person

Search for certified or non-certified staff already in the system. If a person is not in this list, choose Add a New Person. Check carefully before adding a name to the list. Enter SSN with no hyphens or spaces.

☒ Last Name
☐ Folio Number
☐ Social Security Number
☐ License Number

is like

FolioID	Name	Gender	Race
---------	------	--------	------

frmAssignmentPersonFind



Add a New Person

Find a Person

Search for certified or non-certified staff already in the system. If a person is not in this list, choose Add a New Person. Check carefully before adding a name to the list. Enter SSN with no hyphens or spaces.

☒ Last Name
☐ Folio Number
☐ Social Security Number
☐ License Number

is like

FolioID	Name	Gender	Race
▶	Aaron, Henry H	Male	BLACK

Click
“Find”

Is this is the right person?

YES –
click on
“Work
with
Selected
Person”

NO –
click on
“Add a
New
Person
Not
Found in
List”



Add an Assignment for New or Existing Person

Assignment by Person

No Assignments for Henry Aaron

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load

Organization Name:

FTE Unit: [Click here to Setup Periods and Time Units](#)

Person:

Student Load:

Add Assignment

Transfer Assignments

- Select person to transfer assignments FROM

Transfer Assignments

Use this screen to transfer assignments from one person to another. This feature allows one to move one person's assignments to another person. All assignments for the selected person and school or district are moved from the old person to the new.

Move assignments from: Carr, John Frederick

to: **Select a Person**

Transfer Assignments to New Person

School	Teacher	Assignments	Percentage	Count
School 0049	Harlem High School	Teacher	77555 Carr, John Frederick	0.997 100
School 0049	Harlem High School	Teacher	66889 Donahue, Rodney J	0.867 62
School 0049	Harlem High School	Teacher	53027 Faulkinberry, Kimberly L	0.997 73
School 0049	Harlem High School	Teacher	50179 Green, Harry S	0.997 69
School 0049	Harlem High School	Teacher	79198 Gutesha, Christine	0.087 11
School 0049	Harlem High School	Teacher	70347 Harris, Heidi Marie	0.867 63
School 0049	Harlem High School	Teacher	47585 Heppner, Cynthia A	0.347 28
School 0049	Harlem High School	School Counselor	61580 Hodgson, James R	0.334 56
School 0049	Harlem High School	Teacher	43503 Kienenberger, Leona M	0.910 81
School 0049	Harlem High School	Special Education	21811 Kolar, Barbara I	0.375 180

frmAssignmentSummary

[Work With Person](#) [Add Person](#) [Delete Person](#) [Transfer Assignments](#)

**Click on
“Select a
Person” to
find the new
staff member
you just
added**

Find Person to Transfer TO...

Find a Person

Search for certified or non-certified staff already in the system. If a person is not in this list, choose Add a New Person. Check carefully before adding a name to the list. Enter SSN with no hyphens or spaces.

☒ Last Name
☐ Folio Number
☐ Social Security Number
☐ License Number

is like

FolioID **Name** **Gender** **Race**

1	Aaron, Henry H	Male	BLACK
---	----------------	------	-------

frmAssignmentPersonFind

School	0049	Harlem High School	Special Education	21811 Kolar, Barbara I	0.375	180	1
--------	------	--------------------	-------------------	------------------------	-------	-----	---

frmAssignmentSummary

Enter search criteria and click "Find"

If found, click on "Work with Selected Person"



Transfer Assignments

- Once you transfer assignments, the person from whom the assignments are being transferred is deleted

Transfer Assignments

Use this screen to transfer assignments from one person to another. This feature allows one to move one person's assignments to another person. All assignments for the selected person and school or district are moved from the old person to the new.

Move assignments from:

to:

OR click
here to
CANCEL

**Proceed
with
TRANSFER**



Montana Office of Public Instruction
Linda McCulloch Superintendent www.opi.mt.gov

When ALL Assignments have been Added and/or Updated

- Delete any staff who are no longer employed in your school/district
- Unlicensed teachers
 - Folio must be issued **before December 1** to be valid

FTE Allocation

- Full time = 1.0 FTE
 - Adjust FTE Units so they don't exceed 1.0
- Reflect teacher's schedule
- If shared between schools, allocate proportionally

FTE

- Look at Assignment Summary

▶ School	0049	Harlem High School	Teacher	77555 Carr, John Frederick	0.997	100
----------	------	--------------------	---------	----------------------------	-------	-----

Teacher's
total FTE
for this
school

Class
level
detail

Assignment by Person

Carr, John Frederick **Unknown** **Male**

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
▶ Yes	School 0049 Harlem High School	SH	Study Hall	0.087 FTE	0.087	9	12	7
Yes	School 0049 Harlem High School	EN01	English/Language Arts	P-1	0.130	10	10	11
Yes	School 0049 Harlem High School	EN01	English/Language Arts	P-2	0.130	9	9	14
Yes	School 0049 Harlem High School	PT	Prep	P-3	0.130	9	12	0
Yes	School 0049 Harlem High School	EN01	English/Language Arts	P-4	0.130	9	9	17
Yes	School 0049 Harlem High School	EN01	English/Language Arts	P-5	0.130	9	9	20
Yes	School 0049 Harlem High School	EN01	English/Language Arts	P-6	0.130	9	10	10
Yes	School 0049 Harlem High School	EN01	English/Language Arts	P-7	0.130	9	10	21

Organization Name: Harlem High School (School 0049) ▼

FTE Unit: 0.087 FTE - 0.087 FTE ▼ [Click here to Setup Periods and Time Units](#)

Job Code: SH - Study Hall ▼ [Report Teaching Assignments by Period](#)

Additional Job Description: Advisement

Lowest Grade: 9 ▼ Issue with Assignment ☐

Highest Grade: 12 ▼ Issue Resolved ☐

Student Load: 7 Notes:

frmAssignmentPerson [Add Assignment](#) [Delete Assignment](#) [Update Person](#) [Cancel](#) [Save Work](#)



Add or Adjust FTE

Period/Fte Names for Organization

Harlem High School

FTE is the "full-time equivalent" which is the number of hours of work normally required in a full-time position.

Period/FTE Name	FTE
0.087 FTE	0.087
0.334 FTE	0.334
0.375 FTE	0.375
0.500 FTE	0.500
1.000 FTE	1.000
P-1	0.130
P-2	0.130

frmFteUnit Work with Selection Add a New Period/FTE Delete Selection

**Modify
existing
period
or FTE**

**Add new
period or
FTE**

**Delete selected
period or FTE -
only if not being
used**

Staff Assignments

- Use correct job code
 - Ask questions
 - Compare ADC and current staff list
 - Match schedules
 - Match teacher assignments to endorsements (if possible)
- See report (copies are available for you)
 - Next slides show how to use & access report





Navigation Tips

Annual Data Collection Main Menu

2007-2008
Blaine (CO 03)
Harlem Public Schools (SS 0222)
Harlem H S (LE 0031)
Harlem High School (SC 0049)

Click to Select

School Level

SUBMITTED TO OPI

Select a button on the left, then double click an option below

ENTERED BY EVERYONE

- 1 - Organization Setup
- 2 - Setup Periods/FTE Names
- 3 - Staff Assignments**

ENTERED AT SCHOOL LEVEL

- 4 - Accreditation Data
- 5 - PIR Days and School Start and End Dates
- 6 - Disaggregated Enrollment
- 7 - High School Completer Count from Last Year
- 8 - Student Dropout Count from Last Year
- 9 - Limited English Proficient Student Count

Enter Specific Staff Information and Assignments.

frmSwitchBoard

Double click on Staff Assignments

Select Person – double click anywhere in the row

Work with Person

Assignment Summary

2007-2008
Blaine (CO 03)
Harlem Public Schools (SS 0222)
Harlem H S (LE 0031)
Harlem High School (SC 0049)

School or District Name	Job Category	Folio	Person	FTE	Student Load
School 0049 Harlem High School	Paraprofessional	0	Lakem, Eli	1.000	44
School 0049 Harlem High School	Teacher	45253	McCart, Laura Jean	0.737	72
School 0049 Harlem High School	Other FTE	36472	McVie, Yvonne J	0.375	169
School 0049 Harlem High School	Teacher	51552	Noel, Kathryn R	0.867	84
School 0049 Harlem High School	Teacher	68452	Plumage-Marabba, Wendy R	0.260	28
School 0049 Harlem High School	Teacher	47723	Reed, Sharon L	0.780	47
School 0049 Harlem High School	Teacher	69940	Rock, Harris O	0.520	29
School 0049 Harlem High School	Teacher	54281	Shupp, Joe R	0.737	100
School 0049 Harlem High School	Teacher	56484	Siemens, Matthew J	0.997	105
School 0049 Harlem High School	Teacher	72212	Speckthunder, Hope R	0.997	100
School 0049 Harlem High School	Teacher	80840	StHans, John Mark	0.650	32
School 0049 Harlem High School	Teacher	54158	Todd, Craig B	0.737	53
School 0049 Harlem High School	Special Education	0	Trotter, Renee	0.500	15

frmAssignmentSummary

Work with Person Add Person Delete Person Transfer Assignments

Assignment by Person

McVie, Yvonne J White, Non-Hispanic Female

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
Yes	School 0049 Harlem High School	SP23	School Psychologist, General	0.375 FTE	0.375	9	12	169
No	School 0049 Harlem Elementary School	SP23	School Psychologist, General	0.500 FTE	0.500	PK	6	279
No	School 1843 Harlem 7-8	SP23	School Psychologist, General	0.125 FTE	0.125	7	8	77

Organization Name: Harlem High School (School 0049)

FTE Unit: 0.375 FTE - 0.375 FTE

Job Code: SP23 - School Psychologist, General Education

Additional Job Description:

Lowest Grade: 9

Highest Grade: 12

Student Load: 169

Issue with Assignment

Issue Resolved

Notes:

frmAssignmentPerson

Add Assignment Delete Assignment Update Person Cancel Save Work

Click on 'Update Person'



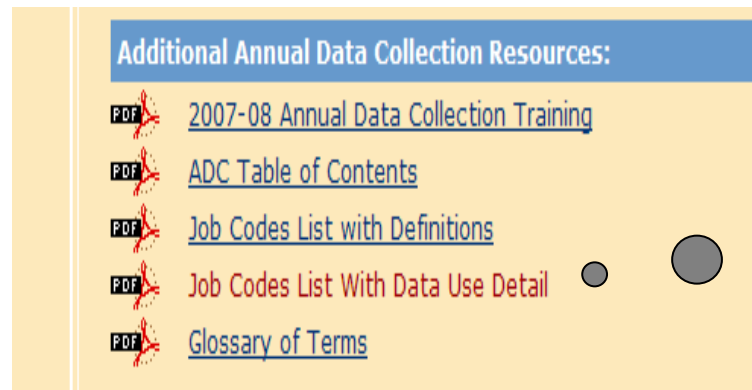
Montana Office of Public Instruction
Linda McCulloch Superintendent www.opi.mt.gov

Staff Assignment Codes Report

- Access from OPI home page (www.opi.mt.gov)
 - Hover mouse over Ed Data
 - Select 'ADC District FTE'
 - Click on 'Get Job Codes Listing' button
- URL (copy into your browser)
<http://data.opi.mt.gov/QualityEdFte/PDF/ADC%20Staff%20Assignmen%20Codes.pdf>

ADC Staff Assignment Codes – cont'd

- Access via the Accreditation webpage
 - “Programs & Services of OPI”
 - Under ‘Accreditation’
 - Click on ‘Annual Data Collection’
 - <http://www.opi.mt.gov/ADC/Index.html>



Using the Report

- Col 1– ADC Staff Assignment Code
 - ‘Assignment by Person’ screen
- Col 2 – Assignment Code Description
 - Help to select correct job code
- Col 3 – Org Level that Uses Assignment
 - District, School, SE Coop
- Col 4 – Used by Accreditation
 - Determine misassignments
 - Preliminary Accreditation Report



Using the Report p.2

- Col 5 – Type of License Required
 - Educator
 - Issue Date before December 1 to be valid for accreditation purposes
 - Professional
 - DOLI interface is manual lookup by data entry person
 - Check expiration dates!!
 - None

Using the Report p.3

- Col 6 – Assignment Included in Quality Educator Payment
 - Help interpret ADC District FTE (QE) Report
- Col 7 – Assignment included as Core Academic Subject under NCLB
 - English, Reading/Language Arts, Science, Foreign Languages, Civics & Government, Economics, Arts, History, and Geography
 - Highly Qualified means teachers are licensed and endorsed in the subject that they are teaching
- Col 8 – Assign Used in SpecEd

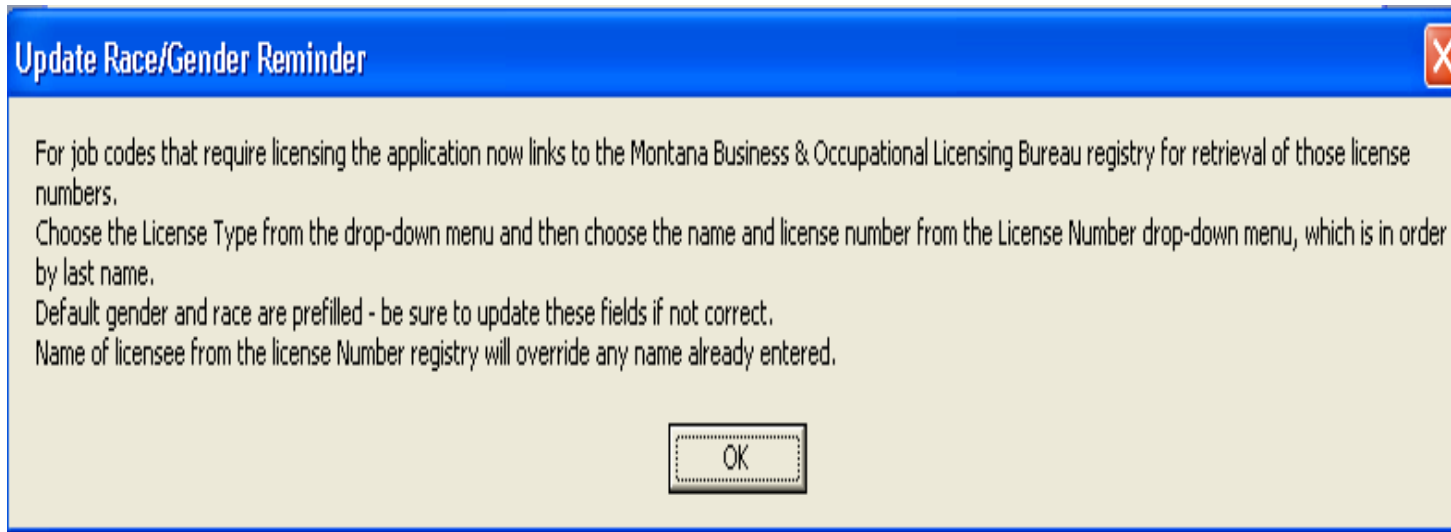


What is Highly Qualified?

- NCLB
 - Licensed and endorsed in subject area being taught
- Licensed Professionals
 - Hold a valid license (DOLI interface)
- Paraprofessionals (PP01 & PP02)
 - Additional Qualifications
- Use 'Update Person' screen
 - Gender and ethnicity

Professional Licenses

- When you click on 'Update Person' this dialog box is displayed.



- Click "OK" to display the 'Edit Person' screen.

Professional License Lookup

- Department of Labor & Industries (DOLI) interface

Edit Person

FolioID:

First Name: Middle: Last:

Gender:

Race:

Additional Qualifications: Enter a partial name, click find to narrow the list. Reset sets the list back to ALL Licenses.

License Type

License Info

Cd/Cd/License Number	LastName	FirstName
OT /OTA/928	BARTH	DWAYNE
OT /OTA/580	BARTHA	TANIA
OT /OTA/430	BAUMANN	TIMOTHY

frmAssignmentPersonUpdate

2 - Enter the first few letters of the last name and click on "Find"

3 - Click on the drop-down arrow to locate a match

1 - Select Additional Qualifications or License Type

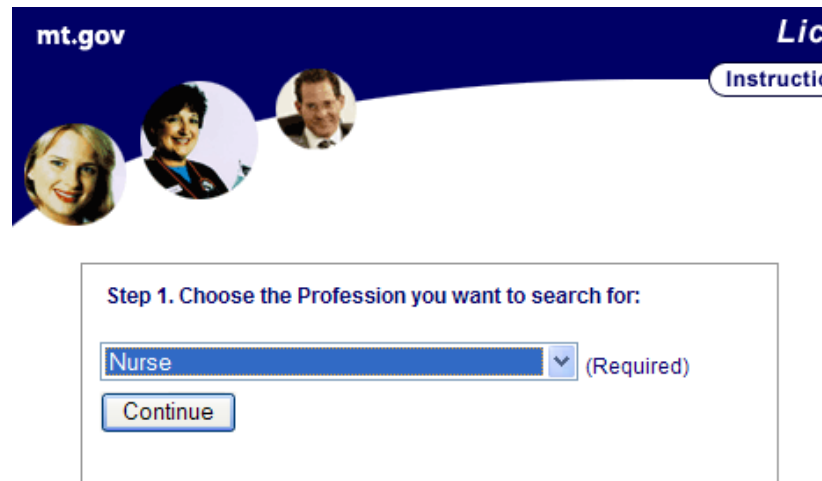


DOLI License Lookup

- MT Department of Labor & Industry (DOLI) website: <http://www.dli.mt.gov/> and click on “Licensee Lookup System”
- Information you will need:
 - Profession
 - Last name of licensee or license number
 - City

DOLI Licensee Lookup – Select the Profession

The first screen



The screenshot shows the first screen of the DOLI Licensee Lookup application. At the top, there is a dark blue header bar with the text "mt.gov" on the left and "Lic" on the right. Below the header, there are three circular profile pictures of individuals. To the right of the pictures, there is a button labeled "Instruction". Below the header, there is a white box with a blue border. Inside this box, the text "Step 1. Choose the Profession you want to search for:" is displayed. Below this text, there is a dropdown menu with "Nurse" selected. To the right of the dropdown menu, the text "(Required)" is displayed. Below the dropdown menu, there is a button labeled "Continue".

There is a demo available if you need it.

DOLI Search screen

Montana Dept. of Labor & Industry
Business Standards Division

Licensee Lookup System

Instructions Search Tips Feedback

2 Ways to search for information on individual licensed professionals in Montana...

Welcome

Choose an option to the right to search by name, license number, city, town, zip code, or county.

[MORE ABOUT THIS DATABASE AND DISCLAIMER](#)

1. By License Number...

License Number: (Required)

Find

► For more information on professions within the licensing boards, visit [Business Standards Division](#).

2. ... or By the Name and Location of the Licensee

Licensee Last or Business Name: (Required)

Choose at least one of the following additional criteria:

Licensee First Name

Licensee City

Licensee Zip Code

Licensee County

-- Choose County --

Find

1. If you have the license number

2. Search on name: need city and/or county



Licensee Search Completed

- Results

Montana Dept. of Labor & Industry
Business Standards Division

Licensee Lookup System

[Instructions](#) [Search Tips](#) [Feedback](#)

To view details for a licensee, click on the individual's name.

Licensee	City	State	Profession	License Type	Specialty	License No.	Status	Expiration Date
HARLEM	HARLEM	MT	Nurses	Registered Nurse		15750	Active	12/31/2008

[SEARCH AGAIN](#)

Is this the right person?

Note license # and expiration date



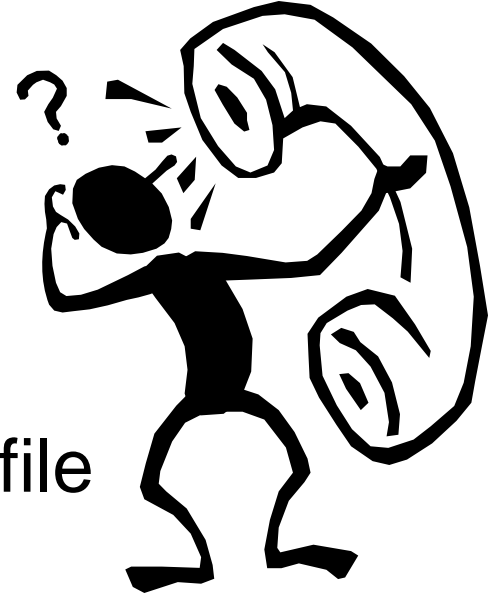
Lookup Fails in ADC

- If you have not been able to find the person via the license lookup in ADC, check in the DOLI system.
- Reasons for not finding the person:
 - Name doesn't match
 - Misspelled
 - Changed – marriage
 - License has expired



and then....

- Check with district HR
 - Should have license in personnel file
- Notify the Superintendent
- Remember –
 - Quality Ed payment depends on professional licenses being valid



Data Uses

- Accreditation
 - Misassignments and Unlicensed Teachers
- Quality Educator Payment
 - FTE and Job Code
- Reported to the state Legislature and used in formulating state education policy
- Reports (State and Federal)

Reports

- NCLB Report Card
 - Classes Taught by Highly Qualified Teachers
- Consolidated State Performance Report (CSPR)
- EdFacts (Eden Federal reports)
- Higher Ed Act Title II report of highly qualified teachers

Loan Forgiveness Program

- Shared with MT Guaranteed Student Loan Program (MGSLP) to help determine critical teacher shortage areas and verify employment for the new teacher loan forgiveness program implemented during the last legislative session
 - Personnel Recruitment and Retention Report data is included in this determination



Questions ??

- If you have a specific situation or need answers to questions that weren't covered here, please contact me at OPI:

- Karen Crogan

- Accreditation Data Control Specialist

- ADC Data Manager

- (406) 444-2410

- kcrogan@mt.gov